

September 8, 2005

**EAC RFP # 05-10 – RESEARCH ASSISTANCE TO THE ELECTION
ASSISTANCE COMMISSION TO IMPROVE ELECTION DATA COLLECTION**

PROPOSAL INSTRUCTIONS

All proposals shall be submitted electronically to Nicole Mortellito (nmortellito@eac.gov) by 5:00 pm (Eastern Time) on September 14, 2005. Microsoft Word 2000 or above, Excel, and Microsoft Project are the required document formats. Technical and Cost Proposals shall be submitted as separate files.

Requests for clarifications and questions can be submitted electronically to Carol Paquette (cpaquette@eac.gov) no later than 12:00 pm (Eastern Time) on September 12, 2005. Any questions and answers will be distributed in writing to all potential bidders without attribution.

TECHNICAL PROPOSAL INSTRUCTIONS

In the Technical Proposal, bidders are requested to state each numbered item below, followed by the response to that item. All proposals should be as brief as possible. Please note there are page limitations for some items. Any additional materials submitted will not be considered in the evaluation.

1. Provide a project work plan that describes how the Contractor will accomplish each of the project tasks. The plan must include a PERT or Gantt chart indicating major activities and milestones. Assume a project start date of September 26, 2005. Discuss each task in the Statement of Work beginning with 4.4 Develop a working group.
2. Provide a matrix of personnel proposed for each task and include resumes of all lead personnel indicating their relevant work experience.
3. Briefly describe your organization's experience with data collection and survey methodologies, and government performance measurement. In particular, identify any work with election data.
4. Provide a brief description of your organization's qualifications to perform this work. Include 3-5 examples of comparable activities performed by your organization in the past five years. Briefly indicate how this work is relevant to this EAC effort. Include the name of the project, the sponsor, the sponsor's project manager with telephone and e-mail contact information, period of

performance, and value of the award. Limited to 5 pages of background information, and 1 page per example.

5. Provide a brief description of the Project Director's qualifications relative to managing and performing the types of activities described in the Statement of Work. Provide several examples of comparable work performed in the past five years, with a description of the specific responsibilities of the Project Director. Include the name of the project, the sponsor, the sponsor's project manager with telephone and e-mail contact information, period of performance, and value of the award. Provide a current resume. Limited to 2 pages per example.
6. Discuss the top three reasons that make your team the best qualified candidate to perform this work. Limit to 5 pages.

COST PROPOSAL INSTRUCTIONS

You must provide the following information on the first page of the cost proposal:

1. RFP number
2. Date of submission
3. Name and address of offeror
4. Employer's Identification Number (tax ID #)
5. Point of contact name, telephone, FAX, and email address
6. Remittance address, if different from contractor address
7. Classification of business (E.g., small business; other than small business; small disadvantaged business; small woman-owned business. Indicate if self-identified or officially designated by Small Business Administration.)
8. Type of business organization (E.g., corporation, partnership, sole proprietorship)
9. Cognizant Federal Contract Audit Agency (if applicable)
10. Whether your organization is subject to cost accounting standards
11. Payment terms, e.g., monthly, upon completion of deliverables. Provide a completed and signed EFT form for electronic payment. This form can be obtained from Nicole Mortellito and is included in attachment form on the initial e-mail you received regarding this RFP. For copies please e-mail Nicole at NMortellito@eac.gov.
12. Proposed cost
13. Name, title, and signature of individual authorized to commit organization
14. The following statement:
"This proposal reflects our estimates and/or actual costs as of this date. By submitting this proposal, we grant the Contracting Officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type or form or whether specifically referenced or

included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.”

Provide the breakdown of the following basic cost elements, as applicable, beginning on the second page of the cost proposal:

1. Direct labor – Provide a monthly breakdown of labor hours, rates, and total cost by appropriate labor category, based on your internal cost accounting system.
2. Subcontracts – List each subcontract, the services obtained, and the amount. If any one subcontract exceeds \$100,000, you must include the subcontractor cost proposal as an appendix.
3. Other Costs – Provide total cost estimate by category: e.g., travel, computer charges, consultant services, etc. Contractor is responsible for cost of all arrangements for Working Group meetings for tasks 4.6 and 4.7, including meeting space, audio/visual equipment, etc. EAC will reimburse travel and other authorized expenses for Working Group members. For task 4.8, assume four (4) conferences: two in Washington, D.C. and two in San Diego, California.

EVALUATION CRITERIA

These are the criteria and possible point values that will be used by the Source Selection Panel to evaluate technical proposals. Cost proposals will be evaluated on a best value to the government basis.

1. Quality and completeness of the project plan. (30 points)
2. Project Director’s relevant experience. (15 points)
3. Relevant organizational experience. (20 points)
4. Compliance with proposal instructions. (5 points)
5. Results of reference checks. (10 points)
 - a. Was work done on schedule?
 - b. Was work done within budget?
 - c. Describe quality of work product?
 - d. Describe working relationship.
 - e. Describe unique insights, value-added results that contractor produced.